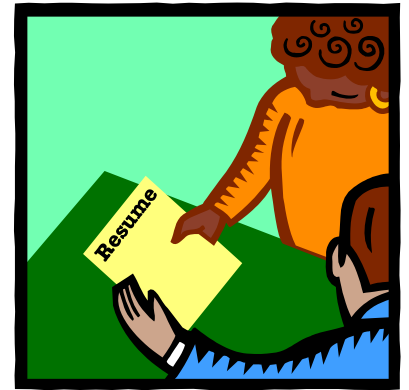


# Résumé Assignment

## Purposes:

- Utilize a variety of emerging [technologies](#) to enhance instruction, develop language proficiency and cultural competence, and improve your professional productivity (INTASC Standard 4 – Instructional Strategies, INTASC Standard 5 – Learning Environment, INTASC Standard 6 – Communication)
- Participate professionally in the school community, in [professional organizations](#) and [professional development activities](#), and engage in [professional dialogue and reflection with colleagues](#) to improve yourself and your program (INTASC Standard 9 – Reflective Practice & Professional Development, INTASC Standard 10 – Community)



---

## Instructions:

Prepare a résumé that showcases your skills as a teacher and member of a professional community. The résumé should include:

- Achievement and awards
- Certification information (including license, country, NCLB codes if applicable)
- Coaching and extracurricular activities you have sponsored
- Contact information
- Education & Employment
- Leadership responsibilities
- Pedagogical skills
- Professional activities, associations, conferences, presentations, & publications
- Professional skills
- References
- Study abroad experiences

# Résumé Assignment

- Technology skills
- Volunteer and service activities (including work on school committees)

## HOW DO I DECIDE WHAT TO INCLUDE?

### **Purpose: (To get hired!)**

*Make a list of all the things you've done during your teaching practicum, student teaching, or internship.*

*Are there any themes that seem to emerge? Use these themes to help you determine what categories you should include.*

.....

*Based on the list you just made, which of the following things that teachers have to know and be able to do would you say you do especially well? Highlight all those that apply.*

- Administrivia
- Assessment
- Behavior Management
- Classroom Climate/Culture
- Collaboration
- Community Outreach
- Content Knowledge
- Curriculum Development
- Instructional Strategies
- Personal Qualities & Skills
- Planning & Organization
- Program Advocacy, Articulation, & Development

*How might you use different sections of your résumé to emphasize these strengths?*

# Résumé Assignment

## Audience (Make the match!):

*What issues would each of these people probably be most concerned about when hiring a new person?*

- Administrator
- Coaching Staff
- Curriculum Coordinator
- Department Chair
- Other Teachers
- Support Staff (Counselor, Nurse, School Psychologist, Social Worker)
- Technology Specialist

*What skills would they think are essential? (Collaboration, communication, decision-making, flexible strategies for working with diverse learners, leadership, problem-solving, self-motivated, technology skills, etc.) How might you use your résumé to address each of their concerns while highlighting your skills?*

---

## HOW DO I KNOW IF MY RÉSUMÉ ACCOMPLISHES ITS PURPOSE OR NOT?

**Appearance** – What does the appearance of the résumé communicate about your personality, your professionalism, your competence, and your talents? Does it entice the reader to want to invite you in for an interview?

**Content** - Does the content of the résumé highlight the unique contributions you could make to a school?

**Formatting & Organization** – Does the formatting make it easier for the reader who is looking for something specific to locate it quickly and easily?

---

## WHERE CAN I FIND MORE HELP?

Visit the [Getting a Job](#) section of the wiki and click on the [Résumés](#) link for tips on résumé building, examples, and evaluation checklists:

<http://languagelinks2006.wikispaces.com/Résumés>